

Definitions -Transactional Functions

The * identifies functional categories that are duplicated with different tasks on the Value-Added Functions listing

<i>CLASSIFICATION AND POSITION MANAGEMENT</i>		<i>Definition</i>
Assistance on the use and application of PD Library & the Demonstration Project automated PD system		Instructing managers, supervisors, and/or administrative staff on the requirements associated with use of PD Library and the ACS, the procedure for selecting and submitting PD Library position descriptions or developing ACS position descriptions, and advising on the authorities and responsibilities delegated to users. For the ACS, also includes issuing ACS user disks and validating PDs.
Classification of non-PD Library positions		Reviewing position descriptions and related documentation, and classification standards and other guidelines to determine the appropriate classification of positions. Conducting desk audits and other interviews as necessary. Writing evaluation statements as required.
Maintenance of automated and paper records		Coding of PMSO worksheets and entry of data into PMSO, preparation of CD-516 or other PD cover sheets, copying PDs for employees/supervisors, maintaining PD files
Implementation of new classification standards (non-Demonstration Project)		Review of existing position descriptions and application of new classification standards. Includes instructing clients of PD format changes, and obtaining new or redescribed position descriptions where necessary for application of the new standard. Includes any PMSO changes associated with the application of new standards.
<i>PAY ADMINISTRATION</i>		
Administration of special pay systems (e.g., SES/ST, Wage Marine, Demonstration Project)		Develops and maintains operating guidance for special pay procedures. Sets pay for personnel actions under special pay systems.
Liaison and coordination of wage surveys		Collects or coordinates collection of data in response to wage requests, completes appropriate forms
Determination of pay		Sets pay for personnel actions. Selects appropriate pay chart or table. Computes pay where chart or table is not applicable.
<i>TIME & ATTENDANCE</i>		
Time and Attendance (T&A) problem resolution and advisories*		Provides response to routine, non-complex inquiries from timekeepers and supervisors regarding coding of time cards. Resolves non-complex timekeeping problems that surface as a result of payroll or personnel action troubleshooting or correction.
T&A audits for clients *		Audits specific timekeeping records as an adjunct to payroll or personnel action troubleshooting or correction.

STAFFING

Agency-based examining under Demonstration Project	Development of vacancy announcements, collection of applications, review of qualifications, rating/ranking, recordkeeping. Application of all applicable OPM and Demonstration Project requirements. Responses to applicant inquiries and reporting requirements.
Agency-based examining (non-Demonstration Project)	Development of vacancy announcements, collection of applications, review of qualifications, rating/ranking, recordkeeping. Application of all OPM and agency delegated examination requirements. Responses to applicant inquiries and reporting requirements.
All source recruitment	Development of vacancy announcements or recruitment notices, collection of applications, review of qualifications, rating/ranking, recordkeeping. Application of all OPM and agency requirements. Responses to applicant inquiries and reporting requirements.
Merit Assignment Plan (i.e., competitive) processing	Development of vacancy announcements, collection of applications, review of qualifications, rating/ranking, recordkeeping. Application of all OPM and agency requirements. Responses to applicant inquiries and reporting requirements.
Internal movement (i.e., non-competitive reassignments) processing	Review of qualifications, regulatory requirements, Collective Bargaining Agreement and agency requirements.
Wage Marine staffing	Recruitment of candidates, application of appropriate staffing procedures and records maintenance for Wage Marine positions.
Voluntary Early Retirement program administration *	Advice to individual employees. Acceptance and review of applications; processing of applications when approved
Buyout program administration *	Advice to individual employees. Acceptance and review of applications; processing of applications when approved
In-take Selection Letters	Drafting, editing, issuing entry on duty letters and accompanying EOD packages.
Maintenance of MAP files	Development and maintenance of paper and automated MAP files; includes close-out auditing, copying required documents, and purging or retiring records when scheduled.
Maintenance of applicant supply files required for direct hire staffing (Demonstration Project only)	Development and maintenance of paper and automated applicant files for Demonstration Project direct hire positions; development and issuance of announcement publicizing applicant supply file; review, rating, ranking of candidates; issuance and post-auditing of certificates; maintenance of related records.

***LABOR/MANAGEMENT
RELATIONS***

Dues deductions and other administrative functions	Review for eligibility in accordance with collective bargaining agreement. Processing.
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EMPLOYEE RELATIONS

Administration of the Employee Suggestion Program	Acceptance and logging of suggestions. Assignment of initial evaluators. Case tracking and follow up. Coordination of award processing and/or employee notification of outcome.
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***PERFORMANCE
MANAGEMENT***

Awards advice and processing (cash-in-a-flash, time off, special act, honorary)	Advice on individual awards and the processing of groups of awards (substantive advice on the development of awards programs is 'value-added'). Processing of awards.
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Facilitate SES Performance Program (Year-end, Review Board, DoC submissions)	Prepare annual call/guidance for SES appraisals and bonus and level adjustment recommendations. Gather all documentation and provide to Performance Review Board members. Host Board meeting. Prepare results of the meeting for the approval of the Under Secretary. Submit required documentation to DOC for concurrence.
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Administration of NOAA Honor Awards Program (Gold, Silver, Bronze, Administrator's); including annual NOAA Ceremony	Solicit nominations; counsel on use of automated nomination and review system (HANS); schedule and facilitate review process with NIAB; transmit nominations to DOC; notify LO/SO's of results; communicate gold and silver award procedures to LO/SOs. Plan and execute NOAA honor awards ceremony. .
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Administration of NOAA Incentive Awards Board activities	Serve as Executive Secretary to the board; facilitate the review and voting process for Honor Awards and NOAA Administrators Award; advise board of award policy and procedures; discuss and recommend procedural changes to award program; execute program changes based on approved NIAB recommendations and level adjustments, and notify SES members of same after DOC concurrence.
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ETHICS ADMINISTRATION

Ethics training coordination for co-located clients	Obtaining room, issuing notice of training, assisting OGC with the copying of worksheets and handouts.
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Notification of filing requirements	Notifications to OGC of new entrant filers, issuance of notification letters and required materials to new entrant filers
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Compilation of annual list of financial filers for OGC	Retrieval of information from the automated database regarding the names and locations of annual ethics report filers
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DRUG TESTING

Administration of applicant testing	Locating drug test provider, notifying employee of location and requirements, following up on results
Administration of random testing	Identifying sample, locating drug test provider, notifying employee of location and requirements, following up on results
<i>LEAVE ADMINISTRATION</i>	
Leave Transfer Program counseling and review of applications	Responses to inquiries from potential applicants or donors, review of applications for eligibility, coordination with applicants, supervisors, donor, and timekeepers, retention of records.
<i>TRAINING</i>	
Logistical arrangements for vendor-sponsored training, e.g., room set-up, take-down, copying materials, equipment requirements	Self-explanatory
Entrance-on-Duty orientation sessions	Face to face sessions to present EOD information to new employees.
<i>PERSONNEL/PAYROLL PROCESSING & RECORDS MAINTENANCE</i>	
Receipt, review and coding of personnel actions	Self-explanatory
Data entry	Self-explanatory
Official Personnel Folder (OPF) maintenance	Self-explanatory
Receipt, processing and distribution of individual payroll documents	Self-explanatory
National Finance Center (NFC) interface	Liaison with NFC for resolution of system problems, testing of new system initiatives, and day-to-day administration of the system.
Garnishments/debt collection	Receipt of service, review for requirements, processing and retention of records
Data base management and quality control	Internal quality control checks and reviews to determine accuracy of information entered into and maintained by the NGC database.
Waivers of overpayment	Research into the cause of the overpayment, development of waiver report, explanations to employee regarding waiver request requirements, retention of records of waivers

Research and response to inquiries regarding underpayment, overpayment, missing checks, L&E statements, and allotments	Research and troubleshooting, development of calculations/AD-343, notification to employee.
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REPORTS

Recurring and ad hoc customized reports not covered in HRDS	Self-explanatory
Reports on status of personnel actions	Providing input to STM

**FREEDOM OF
INFORMATION/PRIVACY ACT**

Response to inquiries	Self-explanatory
Records maintenance	Self-explanatory

PERSONNEL SECURITY

Provide investigative forms to applicants	Self-explanatory
Process waivers (done by Office of Security outside of HQ)	Self-explanatory

BENEFITS ADMINISTRATION

Life insurance processing and guidance	Self-explanatory
Health insurance processing and guidance	Self-explanatory
Retirement Seminars	Provide information on location of OPM and other vendor developed retirement seminars
Thrift Savings Plan (TSP) processing and guidance	Preparation of estimates, individual employee counseling and application processing. Development of all-employee fact sheets and informational material.
FEHB assistance to temporary or separated employees or ex-spouses	Responses to inquiries, issuance of letters of notification or guidance, individual counseling.
Open Season coordination and distribution of materials	Includes the central work to distribute nationwide plans and local work to obtain HMO provider materials for client locations
Health Fairs (done at WASC and HQ only)	Coordination with representatives of Health Plans, logistical arrangements for room set-up, take-down, employee notice.